

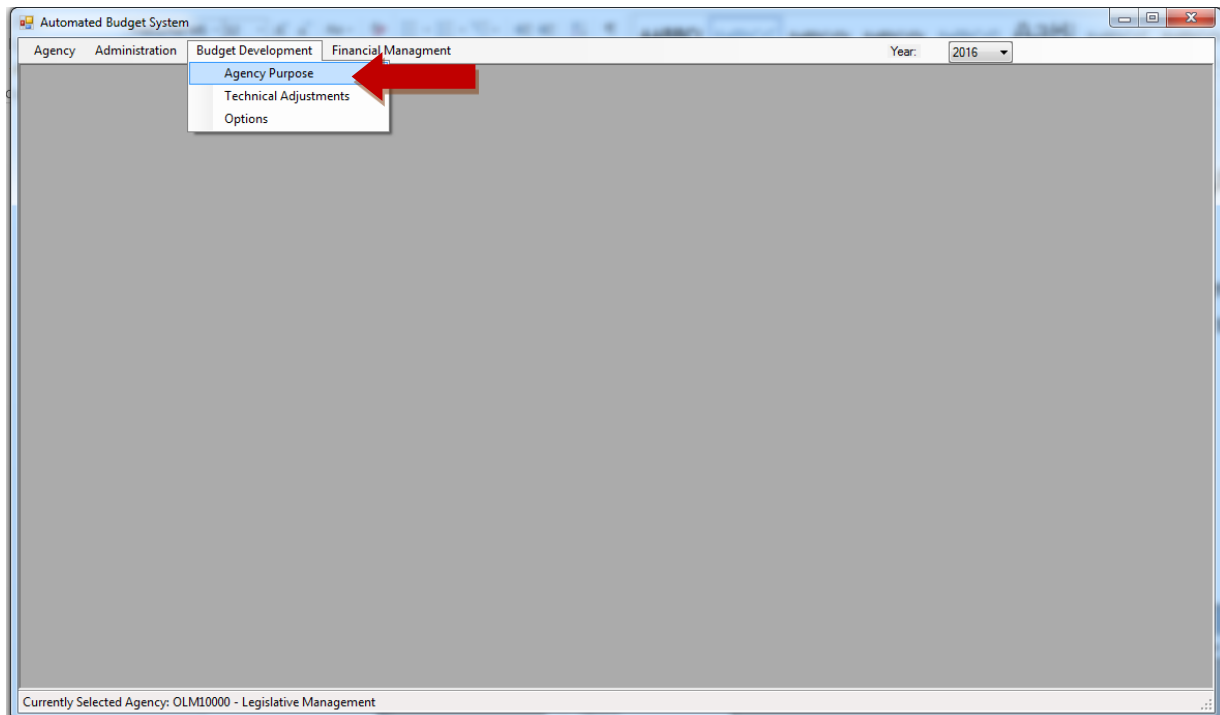
INSTRUCTIONS FOR FY 2017 AGENCY PURPOSE

Introduction

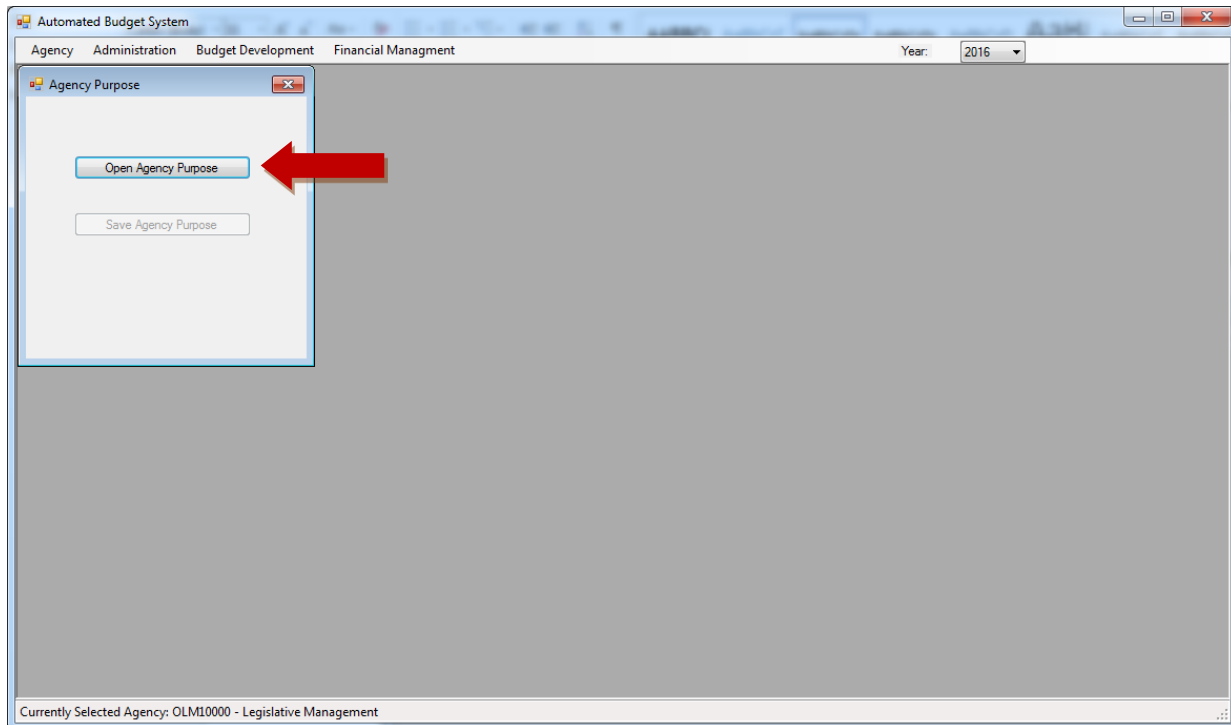
The agency purpose, which will be included in the FY 2017 Governor's Midterm Budget Adjustments, can now be accessed through the Automated Budget System (ABS). **Requested revisions to agency purpose narratives must be completed by September 28, 2015.** Agencies will be able to open their narrative in the system, edit it in Microsoft Word, and save the revised document back to the system.

Accessing and Editing Agency Narrative

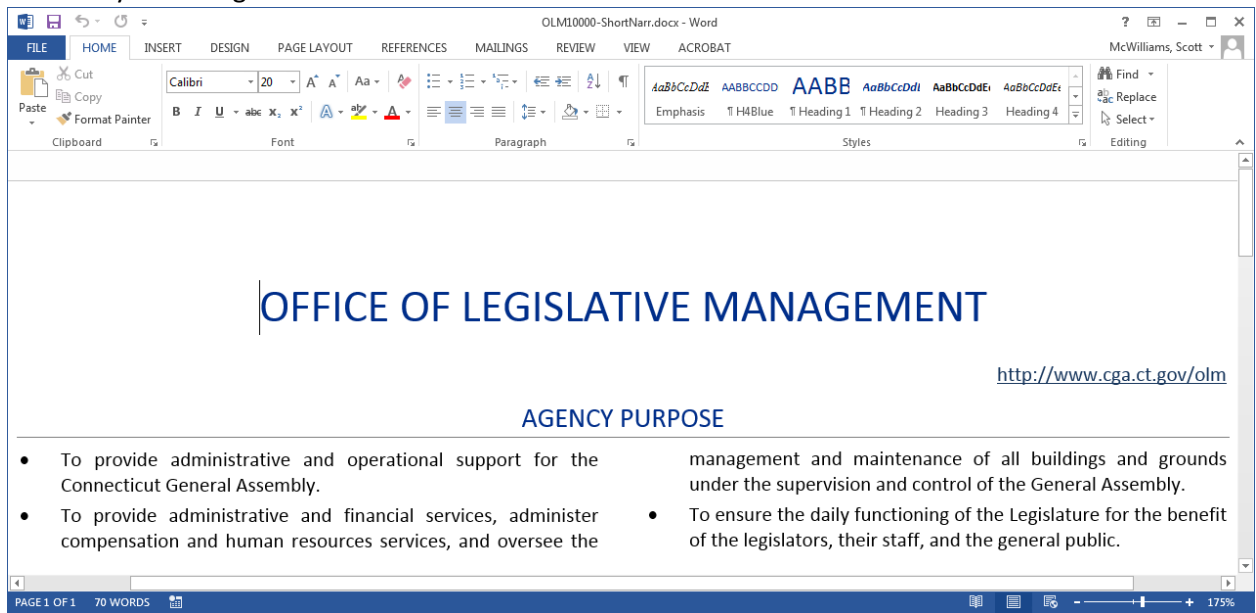
1. Open and login to ABS and select Agency Purpose from the Budget Development menu.



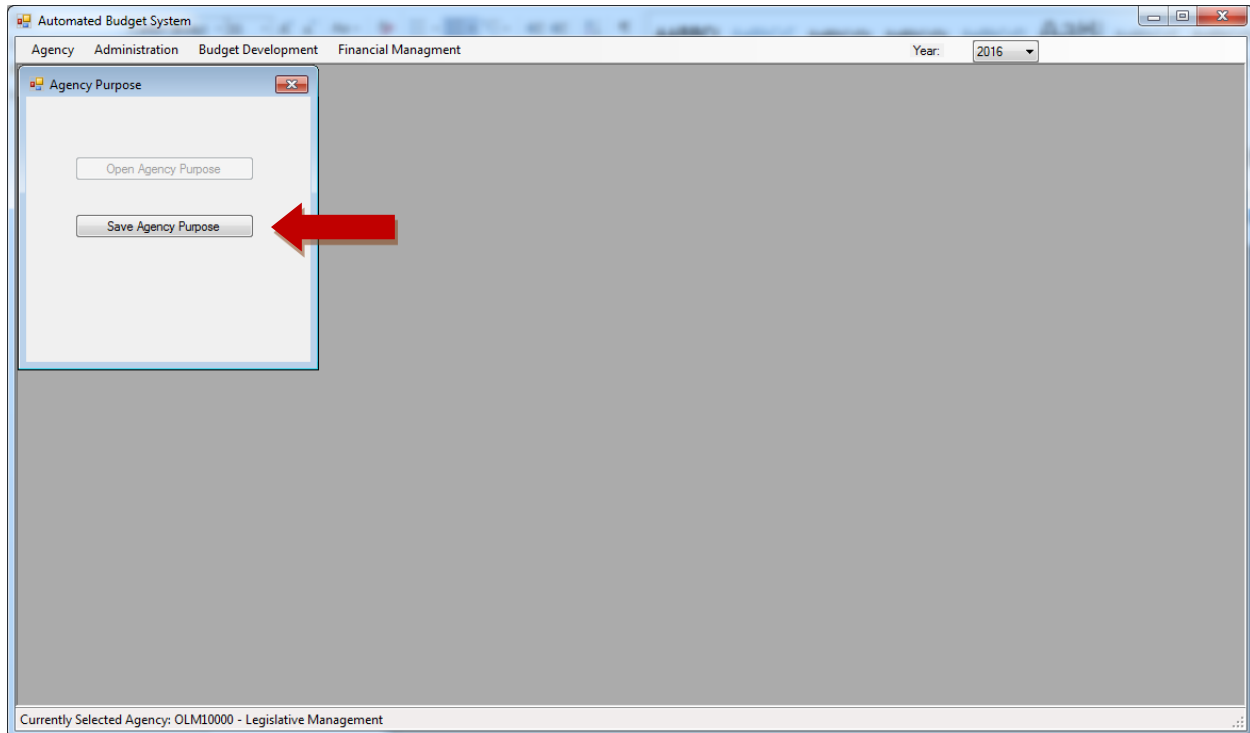
2. The Agency Purpose window opens. Press the Open Agency Purpose button.



3. The Agency Purpose opens in Microsoft Word. The text can be edited, but please do not change the format. If you want to retain an electronic copy for your own records choose “File>Save As” and save the file to a different location. If you save a file with the “File>Save” option, it will be deleted when the Agency Purpose window is closed. Selecting “File>Save” or “File>Save As” will not save your changes in ABS.



4. Click the Save Agency Purpose in ABS to save the edits. If you do not press this button edits that you've made will not be saved in ABS. Do not close the Agency Purpose document or Microsoft Word from Microsoft Word or your changes will not be saved in ABS.



5. Click the Agency Purpose Exit Button. This will close Microsoft Word and delete the local Agency Purpose document.

